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Colonel Edwards

13 January 1948

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**Proposed Physical Security Projects**

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1. Reference is made to the attached proposed physical security projects dated 2 January 1948.

2. The projects set forth fall into six general categories and should be considered from the priority standpoint in category groups.

3. First priority should be given to item No. 6, the Disaster Plan. It is suggested that this plan be put into active operation with test drills in order that all employees may know their responsibilities under the plan and to determine whether there are any adjustments necessary on the overall plan based on actual test operations.

The PBA guards play an important part in this plan and their participation must be kept on a current basis in view of the frequent shifting of personnel within the CIA guard group. The mediocre caliber of guard personnel makes it necessary that the guards be thoroughly indoctrinated and instructed as to their duties under this plan. In this category, sections #9, #1, #7 and #22 are in direct relationship. It is felt that negotiations for better type guards should be pressed in order that higher caliber guards may be obtained, indoctrinated and the instructions on building control regulations, under which they operate, should be clearly specified and established.

4. Second priority should be given to internal security controls designed to tighten up the internal operations. In this category there is a direct relationship of section #2 - Security Survey of Offices, #13 - Classified Waste Disposal, #15 - Investigation and Study of Special Security Problems, #17 - Survey and Study of Duplicating Controls and section #20 - Intensification of Efforts to Detect Less Obvious Security Violations. Each project in a manner is a complement of the other and all are aimed at establishment of strict internal procedures to determine that they are being properly carried out and the detection of violations. Frequent surveys of this nature on a continuing basis will point out to all personnel the necessity of performing their routine functions in a security manner and will locate and correct those violations of the security regulations which occur through ignorance, lack of administrative supervision, or deliberate action.

5. Third priority should be given to section #8 and #11 concerning Visitor Control Surveys and Special Indoctrination and Training of Receptionists. These two projects are complimentary and supplement categories 1 and 2. The visitor control problem and work of receptionists appears to have been

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designed to achieve uniformity of procedures and security of operations and can probably be performed as a joint survey.

6. Fourth priority should be given to section #3 and #12, Indoctrination Program, CIA and Special Indoctrination Staff Duty Officers. The indoctrination program is one of long range planning and should consist of periodic indoctrination of all personnel with a view to

a. Acquainting personnel with changes in security policy and operations occurring since the last indoctrination.

b. Reminder to all personnel of their security responsibilities.

In view of the high caliber of personnel of CIA and their manifest interest in maintaining security of operations, the indoctrination program should be of an advanced, mature nature. It is believed that this can best be achieved by use of two or three speakers on different phases of security together with utilisation of visual aids and practical demonstrations. The program for each class should not exceed one-half hour and should contain that material which would be of interest to all personnel in maintaining security of operations.

7. The fifth category consists largely of organization of the Physical Security Division and must be carried out in connection with the above projects if the program is to be effective. The projects would consist of section #5 - Physical Security Planning and Studies, #14 - Reorganization of Physical Security Control Records and Files, #18 - Preparation of Administrative Instructions, #19 - Develop and Perfect the Security Officer Organisation.

8. The remaining projects are important from a long range standpoint or as immediate problems develop within the respective operations. These projects would be section #4 - Monitoring of Telephones, which would be concerned in the detection of violations through telephone conversations and would be a direct supplement to the Investigations Division in covering activities of suspected personnel.

Section # 21 - Classification Review Program is one of long range planning and will be of a continuing nature.

Section # 16 - Meetings with Atomic Energy Security Personnel, will be of interest as mutual problems arise concerning the two organizations.

9. The projects outlined above are of considerable scope and are vital to any strong security program. The full implementation of these

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projects will require sufficient personnel to be effectively carried out and can only be operative on the basis of constant checking and re-survey. All of the projects make up the total security picture and a breakdown in any phase of security control jeopardizes the entire security picture. The effective operation of the program, as stated above, will be largely determined by an adequate number of security officers to maintain the program on a current active basis.

SIGNED

  
Chief, Security Control Staff

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